

CONTRACT #9
RFS # 350.50-052

**Department of Finance
& Administration**

Insurance Administration

VENDOR:
Policy Studies, Inc.



RECEIVED

AUG 21 2007

FISCAL REVIEW

STATE OF TENNESSEE
DEPARTMENT OF FINANCE AND ADMINISTRATION
INSURANCE ADMINISTRATION


312 Eighth Avenue North
Suite 2600 William R. Snodgrass Tennessee Tower
Nashville, Tennessee 37243
FAX (615) 253-8556

Dave Goetz
COMMISSIONER

Richard Chapman
EXECUTIVE DIRECTOR

MEMORANDUM

To: James White, Executive Director, Fiscal Review Committee

From: Richard Chapman 

Date: August 21, 2007

RE: Request for Amendment # 2 to the Policy Studies Inc. contract minimum payment

Please find attached a Non-Competitive Amendment request to amend the existing contract with Policy Studies Inc. signed by Commissioner Goetz. The contract with Policy Studies Inc. is for the provision of eligibility determination, application processing and beneficiary services for the CoverKids program. The amendment would provide a minimum monthly compensation to the Contractor for the remainder of state fiscal year 2008. The monthly fees are individual rates applied to the number of applications received, the applications completed, renewals and enrollment fees.

To date, the application and enrollment numbers have not generated fees sufficient reimbursement to permit the Contractor to meet the expense of the amortized cost of the initial implementation of business policies and procedures to maintain the applicant processing and enrollment support for CoverKids. Applications have been included in the back to school packets distributed to every child enrolled in public schools through the State. The application distribution should result in increasing awareness of the program and increase the submission of applications and increased program enrollment.

The minimum monthly compensation remains based upon the accumulative fee structure detailed within the original contract. It will partially mitigate the costs incurred by the Contractor during the time it takes for enrollment to reach a level of sustainability to continue the current staffing and business practices undertaken by the Contractor to meet the requirements of the CoverKids contract.

Consultants to the Department of Finance and Administration and staff from the Federal granting agency have consistently re-enforced the need to continue to provide information regarding the benefits and eligibility of the CoverKids program as a component of overall outreach activities. CoverKids, the SCHIP program within Tennessee, is replicating the experience of other states when they launched these programs that demonstrate that enrollment builds over time and stresses the importance of a continuing need to make eligibility and benefit information available to Tennesseans.

The base contract and amendment number one are included as is a draft of the amendment created to address the minimum monthly payment to the Contractor for the remaining State fiscal year 2008.

Thank you for your consideration of this request.



STATE OF TENNESSEE
DEPARTMENT OF FINANCE AND ADMINISTRATION
INSURANCE ADMINISTRATION

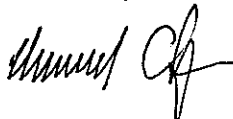
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Dave Goetz
COMMISSIONER

Richard Chapman
EXECUTIVE DIRECTOR

MEMORANDUM

To: Commissioner M. D. Goetz, Jr.

From: Richard Chapman 

Date: August 21, 2007

Re: Contract Start Date

This is to request a start date in advance of sixty days for the amendment to the contract with Policy Studies Inc. to revise the scope of services to include a minimum monthly compensation to the Contractor for the remainder of state fiscal year 2008 for the amounts generated by the accumulative fee structure detailed within the original contract document. The monthly fees are generated by the number of applications received, the applications completed, renewals and enrollment fees.

The contract with Policy Studies Inc. secures their services to provide a broad range of eligibility determination, application processing and beneficiary services for the State of Tennessee CoverKids program managed by Benefits Administration. The services of the Contractor enable the State to establish a consistent application of beneficiary contacts, application processing and eligibility policies throughout the state of Tennessee.

REQUEST: NON-COMPETITIVE AMENDMENT

APPROVED

Commissioner of Finance & Administration

Date:

EACH REQUEST ITEM BELOW MUST BE DETAILED OR ADDRESSED AS REQUIRED.

1) RFS #	350.50-052-07	
2) State Agency Name :	F&A – Insurance Administration	
EXISTING CONTRACT INFORMATION		
3) Service Caption :	To provide eligibility determination, application processing and beneficiary services for the CoverKids plan.	
4) Contractor :	Policy Studies Inc.	
5) Contract #	FA-07-20295-00	
6) Contract Start Date :	February 20, 2007	
7) <u>Current</u> Contract End Date IF <u>all</u> Options to Extend the Contract are Exercised :	December 31, 2009	
8) <u>Current</u> Total Maximum Cost IF <u>all</u> Options to Extend the Contract are Exercised :	\$10,600,000	
PROPOSED AMENDMENT INFORMATION		
9) <u>Proposed</u> Amendment #	2	
10) <u>Proposed</u> Amendment Effective Date : (attached explanation required if date is < 60 days after F&A receipt)	September 1, 2007	
11) <u>Proposed</u> Contract End Date IF <u>all</u> Options to Extend the Contract are Exercised :	December 31, 2009	
12) <u>Proposed</u> Total Maximum Cost IF <u>all</u> Options to Extend the Contract are Exercised :	\$10,600,000	
13) Approval Criteria : (select one)	<input checked="checked" type="checkbox"/> use of Non-Competitive Negotiation is in the best interest of the state <input type="checkbox"/> only one uniquely qualified service provider able to provide the service	
14) Description of the Proposed Amendment Effects & Any Additional Service :		
This amendment will revise the scope of services and the payment methodology to include a minimum payment to the Contractor for services through the end of the State fiscal year 2008.		

15) Explanation of Need for the Proposed Amendment :

This amendment would establish a monthly minimum compensation amount due the Contractor. The Contractor's compensation results from the number of applications received, applications completed, renewals and enrollment fees. To date, the CoverKids plan enrollment has been lower than the State or the Contractor anticipated and the compensation made to the Contractor is insufficient for the Contractor to maintain the current staffing and state determined business practices developed to accommodate the anticipated enrollment.

The distribution of over one million applications to each child in the public school system during August is anticipated to increase enrollment in the CoverKids program. If the applications received, applications completed, renewals and monthly enrollment generate fees that exceed the minimum payments proposed in this amendment, the Contractor will be paid the fee generated amount in lieu of the minimum payment specified in this amendment.

16) Name & Address of Contractor's Current Principal Owner(s) :
(not required if proposed contractor is a state education institution)

Policy Studies Inc., 1875 Lawrence Street, Suite 1500, Denver, CO 80202

17) Documentation of Office for Information Resources Endorsement :
(required only if the subject service involves information technology)

select one:



Documentation Not Applicable to this Request



Documentation Attached to this Request

18) Documentation of Department of Personnel Endorsement :
(required only if the subject service involves training for state employees)

select one:



Documentation Not Applicable to this Request



Documentation Attached to this Request

19) Documentation of State Architect Endorsement :
(required only if the subject service involves construction or real property related services)

select one:



Documentation Not Applicable to this Request



Documentation Attached to this Request

20) Description of Procuring Agency Efforts to Identify Reasonable, Competitive, Procurement Alternatives :

The Contractor is one of only three entities who engage in this type of work. During the release of the competitive negotiation process, one of the three declined to submit a proposal. During the competitive negotiation process, the other proposer requested a fixed monthly fee and a start up monthly fee in addition to the rates for applications received, applications completed, renewals and monthly enrollment. The current Contractor did not request a fixed monthly amount fee or a start up fee. The amounts proposed in the amendment to the current contract are less than 50% of the minimum monthly payment specified by the other proposer during the competitive negotiation process.

21) Justification for the Proposed Non-Competitive Amendment :

The State has been advised through consultants and the granting Federal agency that the benefits provided under the CoverKids plan as Tennessee's SCHIP program must be marketed in a variety of methods in order to reach those families who may be eligible for these services. The experience in other states has been that enrollment develops over time and the need to provide information concerning the availability of the benefit to children's health remains relatively constant throughout the plan availability. The Contractor will continue to assume financial risk regarding the cost of providing administrative services to Tennessee's CoverKids program. The establishment of a minimum payment will mitigate, but not eliminate the difference between the Contractor's expenses and the program's payments through fiscal year 2008.

REQUESTING AGENCY HEAD SIGNATURE & DATE :

(must be signed & dated by the ACTUAL procuring agency head as detailed on the Signature Certification on file with OCR— signature by an authorized signatory will be accepted only in documented exigent circumstances)

Agency Head Signature

Date

C O N T R A C T S U M M A R Y S H E E T

8-B-05

RFS #	Contract #
350.50-052-07	FA-07-20295-
State Agency	State Agency Division
Dept. of Finance and Administration	Division of Insurance Administration
Contractor Name	Contractor ID # (FEIN or SSN)
Policy Studies Inc.	<input type="checkbox"/> C- or <input checked="" type="checkbox"/> V- 84-093-8521

Service Description			
To provide eligibility determination, application processing and beneficiary services for the CoverKids program.			
Contract Begin Date	Contract End Date	SUBRECIPIENT or VENDOR?	CFDA #
February 20, 2007	December 31, 2009	Vendor	

Mark, if Statement is TRUE					
<input checked="" type="checkbox"/> Contractor is on STARS as required			<input checked="" type="checkbox"/> Contractor's Form W-9 is on file in Accounts as required		
Allotment Code	Cost Center	Object Code	Fund	Funding Grant Code	Funding Subgrant Code
317.04	50	083	11		
FY	State	Federal	Interdepartmental	Other	TOTAL Contract Amount
2007			\$1,500,000		\$1,500,000
2008			\$3,700,000		\$3,700,000
2009			\$3,700,000		\$3,700,000
2010			\$1,700,000		\$1,700,000
TOTAL:			\$10,600,000		\$10,600,000

— COMPLETE FOR AMENDMENTS ONLY —			State Agency Fiscal Contact & Telephone #	
FY	Base Contract & Prior Amendments	THIS Amendment ONLY	Maureen Abbey 20 th Floor, Tennessee Tower 615-741-6070 State Agency Budget Officer Approval	
FY: 2007	\$1,500,000			
FY: 2008	\$3,700,000			
FY: 2009	\$3,700,000			
FY: 2010	\$1,700,000			
Funding Certification (certification required by T.C.A. § 9-4-5113 that there is a balance in the appropriation from which the obligated expenditure is required to be paid that is not otherwise encumbered to pay obligations previously incurred)				
TOTAL:	\$10,600,000.00			
End Date:	December 31, 2009	December 31, 2009		

Contractor Ownership				
<input type="checkbox"/> African American	<input type="checkbox"/> Disabled	<input type="checkbox"/> Hispanic	<input checked="" type="checkbox"/> Small Business	<input checked="" type="checkbox"/> NOT minority/disadvantaged
<input type="checkbox"/> Asian	<input type="checkbox"/> Female	<input type="checkbox"/> Native American	<input type="checkbox"/> OTHER minority/disadvantaged—	
Contractor Selection Method				
<input type="checkbox"/> RFP	<input checked="" type="checkbox"/> Competitive Negotiation	<input type="checkbox"/> Alternative Competitive Method		
<input type="checkbox"/> Non-Competitive Negotiation	<input type="checkbox"/> Government	<input type="checkbox"/> Other		

Procurement Process Summary	
The process described in the request to procure a vendor by a competitive negotiation process was followed. The evaluation of the technical and cost proposals was completed in the manner described in documents provided to the proposers.	

**AMENDMENT TWO
TO CONTRACT NUMBER FA-07-20295-00**

This Contract Amendment is made and entered by and between the State of Tennessee, Department of Finance and Administration, hereinafter referred to as the "State" and Policy Studies Inc., hereinafter referred to as the "Contractor". It is mutually understood and agreed by and between said, undersigned contracting parties that the subject Contract is hereby amended as follows:

1. The text of Contract Sections C.3. and C.3.1 is deleted in its entirety and replaced with the following:

C.3. Payment Methodology. The Contractor shall be compensated based on the payment rates herein for units of service authorized by the State in a total amount not to exceed the Contract Maximum Liability established in Section C.1.

- a. The Contractor's compensation shall be contingent upon the satisfactory completion of units, milestones, or increments of service defined in Section A.
- b. The Contractor shall be compensated for said units, milestones, or increments of service based upon the following payment rates:

Component	Year 1	Year 2	Year 3
Applications Received:			
One time fee per application – Consistent Cost due to:			
0 - 10,000 Applications	\$12.92	\$13.62	\$14.78
10,001 - 20,000 Applications	\$12.58	\$13.26	\$14.41
20,001 - 30,000 Applications	\$12.06	\$12.73	\$13.86
30,001 - 40,000 Applications	\$10.67	\$11.30	\$12.39
40,001 - 50,000 Applications	\$9.46	\$10.06	\$11.11
50,001 - 60,000 Applications	\$8.59	\$9.17	\$10.19
60,001 - 70,000 Applications	\$7.72	\$8.28	\$9.27
Applications Completed:			
One time fee per application completed in timeframe specified in eligibility rules.	Year 1	Year 2	Year 3
0 - 10,000 Applications	\$8.94	\$9.58	\$10.71
10,001 - 20,000 Applications	\$8.60	\$9.23	\$10.35
20,001 - 30,000 Applications	\$8.08	\$8.70	\$9.81
30,001 - 40,000 Applications	\$6.72	\$7.30	\$8.36
40,001 - 50,000 Applications	\$5.52	\$6.07	\$7.10

50,001 - 60,000 Applications	\$4.67	\$5.20	\$6.20
60,001 - 70,000 Applications	\$3.82	\$4.32	\$5.29
Renewals:			
Per Member (one time)	\$9.17	\$9.17	\$9.17
Enrollment Fee:			
Per Member (per month)			
0 - 10,000 Enrollees	\$19.56	\$13.97	\$11.59
10,001 - 20,000 Enrollees	\$12.37	\$6.66	\$5.32
20,001 - 30,000 Enrollees	\$9.49	\$3.73	\$2.81
30,001 - 40,000 Enrollees	\$8.78	\$3.00	\$2.19
Change Orders: (per Hour)			
Computer Programming	\$99	\$102	\$105
Administrative	\$124	\$127	\$131
Analytical	\$89	\$92	\$95
Other			

- c. The Contractor shall submit monthly invoices, in form and substance acceptable to the State with all of the necessary supporting documentation, prior to any payment. Such invoices shall be submitted for completed units of service or project milestones for the amount stipulated.
- d. **Print/Production and Mass Mailing.** The State may authorize the Contractor to procure print/production and mailing service the cost of which is not remunerated in accordance with preceding contract sections. In which case, the Contractor shall procure such service on a competitive basis, document the competitive basis and provide the documentation to the State. For each print/production and mass mailing service approved by the State in advance, the State shall reimburse the Contractor for the Contractor's actual net cost of the service and shall compensate the Contractor in an amount no less than \$200 and no greater than \$2,000 for the Contractor's actual cost to procure bids and oversee the print, production and mass mailing of the applications or other requested documents. Said payment shall constitute the total amount payable to the Contractor for any and all cost associated with a print/production and mass mailing service. The Contractor shall not be reimbursed or compensated for any print/production and mass mailing service not approved by the State in advance.
- e. For the months of September, October, November and December of 2007 the minimum compensation for the amounts generated by the accumulative fee structure detailed in

C.3.b. for Applications Received, Applications Completed, Renewals and Enrollment Fees shall be \$125,000. Should the fees detailed in C.3.b. for Applications Received, Applications Completed, Renewals and Enrollment Fees exceed the minimum payment amount, the Contractor shall be compensated the greater amount.

- f. For the months of January, February, March, April, May and June 2008, the minimum compensation for the amounts generated by the accumulative fee structure detailed in C.3.b. for Applications Received, Applications Completed, Renewals and Enrollment Fees shall be \$100,000. Should the fees detailed in C.3.b. for Applications Received, Applications Completed, Renewals and Enrollment Fees exceed the minimum payment amount, the Contractor shall be compensated the greater amount.
- g. Beginning July 2008, the Contractor shall be compensated for the amounts generated by the accumulative fee structure detailed in C.3.b. for Applications Received, Applications Completed, Renewals and Enrollment Fees.

The revisions set forth herein shall be effective September 1, 2007. All other terms and conditions not expressly amended herein shall remain in full force and effect.

IN WITNESS WHEREOF:

POLICY STUDIES INC.:

MARK A. LEVY, PRESIDENT OF POLICY STUDIES INC. DATE

PRINTED NAME AND TITLE OF CONTRACTOR SIGNATORY (above)

DEPARTMENT OF FINANCE AND ADMINISTRATION:

M. D. GOETZ, JR., COMMISSIONER DATE

gc

APPROVED:

M. D. GOETZ, JR., COMMISSIONER DATE
DEPARTMENT OF FINANCE AND ADMINISTRATION

JOHN G. MORGAN, COMPTROLLER OF THE TREASURY DATE



**GENERAL ASSEMBLY OF THE STATE OF TENNESSEE
FISCAL REVIEW COMMITTEE**

320 Sixth Avenue, North - 8th Floor
NASHVILLE, TENNESSEE 37243-0057
615-741-2564

Rep. Charles Curtiss, Chairman
Representatives

Curt Cobb
Curtis Johnson
Gerald McCormick
Mary Pruitt
Craig Fitzhugh, *ex officio*
Speaker Jimmy Neith, *ex officio*

Donna Rowland
David Shepard
Curry Todd
Eddie Yokley

Sen. Douglas Henry, Vice-Chairman
Senators

Doug Jackson
Bill Ketron
Paul Stanley
Randy McNally, *ex officio*
Lt. Governor Ron Ramsey, *ex officio*

Reginald Tate
Janie Woodson

M E M O R A N D U M

TO: The Honorable Dave Goetz, Commissioner
Department of Finance and Administration

FROM: Charles Curtiss, Chairman, Fiscal Review Committee
Bill Ketron, Chairman, Contract Services Subcommittee cc
BK

DATE: June 28, 2007

SUBJECT: Contract Comments
(Contract Services Subcommittee Meeting 6/26/07)

RFS# 350.50-052

Department: Finance & Administration, Insurance Administration
Contractor: Policy Studies, Inc.

Summary: This vendor is responsible for eligibility determination, application processing and beneficiary services for the CoverKids Program. This amendment revises the scope of services to include the procurement of print/production and mass mailing services of applications. The term of the contract remains the same, effective through December 31, 2009.

Maximum liability: \$10,600,000

Maximum liability w/amendment: \$10,600,000

After review, the Fiscal Review Committee voted to recommend approval of the contract amendment with the stipulation that reporting be provided on eligibility determinations for the CoverKids program.

cc: Mr. Richard Chapman, Executive Director
Mr. Robert Barlow, Director, Office of Contracts Review

C O N T R A C T S U M M A R Y S H E E T

8-8-05

RFS #		Contract #																			
350.50-052-07		FA-07-20295-																			
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Dept. of Finance and Administration		Division of Insurance Administration																			
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<div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <p style="text-align: center;">— COMPLETE FOR AMENDMENTS ONLY —</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>FY</th> <th>Base Contract & Prior Amendments</th> <th>THIS Amendment ONLY</th> </tr> </thead> <tbody> <tr> <td>FY: 2007</td> <td>\$1,500,000</td> <td></td> </tr> <tr> <td>FY: 2008</td> <td>\$3,700,000</td> <td></td> </tr> <tr> <td>FY: 2009</td> <td>\$3,700,000</td> <td></td> </tr> <tr> <td>FY: 2010</td> <td>\$1,700,000</td> <td></td> </tr> <tr> <td>TOTAL:</td> <td>\$10,600,000.00</td> <td></td> </tr> </tbody> </table> </div> <div style="width: 55%;"> <p>State Agency Fiscal Contact & Telephone #</p> <p>Maureen Abbey 20th Floor, Tennessee Tower 615-741-6070</p> <p>State Agency Budget Officer Approval</p> <p><i>MA</i></p> <p>Funding Certification (certification required by T.C.A., § 9-4-5113, that there is a balance in the appropriation from which the obligated expenditure is required to be paid that is not otherwise encumbered to pay obligations previously incurred)</p> </div> </div>				FY	Base Contract & Prior Amendments	THIS Amendment ONLY	FY: 2007	\$1,500,000		FY: 2008	\$3,700,000		FY: 2009	\$3,700,000		FY: 2010	\$1,700,000		TOTAL:	\$10,600,000.00	
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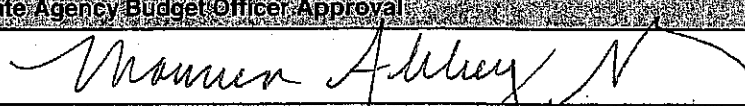
C O N T R A C T S U M M A R Y S H E E T

8-8-05

RFS #	Contract #
350.50-052-07	FA-07- 2095-00
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Dept. of Finance and Administration	Division of Insurance Administration
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2010	\$1,700,000				\$1,700,000
TOTAL	\$10,600,000				\$10,600,000

— COMPLETE FOR AMENDMENTS ONLY —			State Agency Fiscal Contact & Telephone #
FY	Base Contract & Prior Amendments	THIS Amendment ONLY	Maureen Abbey 20 th Floor, Tennessee Tower 615-741-6070
FY: 2007			State Agency Budget Officer Approval
FY: 2008			
FY: 2009			
			Funding Certification (certification required by 28 C.F.R. § 9.451-13 that there is a balance in the appropriation from which the obligated expenditure is required to be paid that is not otherwise encumbered to pay obligations previously incurred)
TOTAL			
End Date			

Contractor Ownership			
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